

# Wisconsin Department of Regulation & Licensing

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## CHIROPRACTIC EXAMINING BOARD

### INSTRUCTIONS TO APPLICANTS FOR WISCONSIN CHIROPRACTIC LICENSURE

1. Complete the application form (#502), including notarized signature.
2. Attach fee to application. Checks or money orders should be made payable to the **DEPARTMENT OF REGULATION AND LICENSING**. Your cancelled check will be your receipt.
3. As of July 1, 1998, you must have earned a bachelor's degree from an accredited college or university and have graduated from a chiropractic college with the degree of doctor of chiropractic.
4. Candidates must pass the written jurisprudence examination prior to licensure. The department administers the exam on the dates indicated below.
5. In addition to the application form and fee, the following supporting documents must be forwarded to the board office:
  - a. Certified transcript(s) of pre-professional college education, indicating date of graduation and degree granted; addressed to the attention of the Chiropractic Examining Board listed above.
  - b. Certified transcript from a board-approved chiropractic college indicating date of graduation and degree granted;
  - c. Certified transcript of scores of the National Board of Chiropractic Examiners (**Parts I, II, III and IV**) examination. Applicants must have passed all subjects, with a score of 375 or above, to be eligible for the jurisprudence exam. (Physiotherapy not required); and
  - d. If you are or were licensed in any other state or territory outside of the U.S., you must complete the top portion of the enclosed verification forms(s) and then submit it/them to the licensing authority of each state/territory where you are/were licensed. You may want to contact the licensing authority and inquire if there is a fee for completing the form(s). The licensing authority must then submit it **DIRECTLY** to this office.

**ALL SUPPORTING DOCUMENTS MUST BE RECEIVED FROM THE INSTITUTIONS. THEY WILL NOT BE ACCEPTED FROM THE CANDIDATE.**

**Please have all documents addressed to: CHIROPRACTIC EXAMINING BOARD, P.O. BOX 8935, MADISON, WI 53708.**

### **DEADLINE**

Applications and all supporting documents must be filed in the board office **at least 30 days prior** to the date listed below in order for you to test on that date.

For exam and deadline dates go to <http://drl.wi.gov/prof/chir/exams.htm>.

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## EXAMINATION INFORMATION

**WRITTEN EXAMINATION** (1 hour): Objective questions to test your knowledge of the “*Wisconsin Statutes and Administrative Code Related to Chiropractic*”.

A score of 75 must be obtained.

## EVALUATION/FAIRNESS

The content and process of the licensure examination, and candidate performance statistics, are regularly evaluated by the Department and the Chiropractic Examining Board to assure that the examination fairly and effectively assesses competencies necessary to practice as a chiropractor in Wisconsin.

## RETAKE EXAMINATIONS

An applicant who fails the state law examination shall be required to retake that examination.

Retake examinations will be given at the next scheduled licensure examination.

Candidates who are unsuccessful on the examination have **2 years** from the date of the original exam to retake the exam. If the candidate is unsuccessful within the 2 years, the entire examination must be retaken.

## RECORD RETENTION

**Successful** examination scores of credentialed candidates are retained in an electronic credential file. **Unsuccessful** scores are retained on file until replaced by passing scores.

## REFUNDS

Applicants will receive a refund of all but \$10.00 of the examination fee if:

- a. an applicant is found to be unqualified for an examination administered by the department or the Board;
- b. an applicant withdraws an application by written notice to the Board at least 10 days in advance of a scheduled examination; or
- c. an applicant who fails to take the examination provides a written explanation satisfactory to the Board that the applicant's failure to take the examination resulted from extreme personal hardship.

## ADDITIONAL INFORMATION

Name and/or address changes must be reported to the board office within **30 days** or a **\$50.00 fine** can be imposed.

The Board has no reciprocal agreements with any other state board or territories outside of the U.S.

The Board does not issue permits to practice chiropractic while the application for licensure is pending.

New licensees may **NOT** begin practice until the license has been received.